

17 March 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff

FROM: STATINTL

[Redacted]
Career Management Officer, DDA

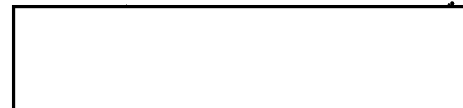
SUBJECT: Agency Personnel Evaluation System

1. As part of the revision of the Agency's personnel management system, the O/PPP&M was asked to develop an Agency-wide personnel evaluation system. Their proposal was reviewed by the Executive Committee and, on 25 February 1980, was approved by the Deputy Director for Central Intelligence. A copy of the approved Agency Personnel Evaluation System is attached.

2. The approved system affirms the Agency policy of having all CIA employees below SIS-4 evaluated for career development, promotion and value to service by a panel system. As you will note, the system establishes uniform functions, composition, and coverage for personnel evaluation boards and panels. In addition, approval levels for board and panel recommendations are specified.

3. The approved system may require that you make some modifications to your present sub-group personnel evaluation system. You are requested to make any necessary adjustments and advise me by 3 April 1980 that your career sub-group personnel evaluation system is in conformance with the approved Agency policy. As an attachment to your memorandum to me, please include a copy of your revised career panel structure. This system will impact on the role of the Senior Personnel Resources Board and on the role of your panels regarding GS-14 and GS-15 employees. We are reviewing this impact and will advise you in the near future of what changes will be made.

STATINTL



Attachment
As Stated

AGENCY PERSONNEL EVALUATION SYSTEMPOLICY STATEMENTS:

1. All CIA employees below SIS-4 will be evaluated for career development, promotion and value to service by a personnel board or panel system.

2. Depending upon the composition and needs of the Career Service, the boards or panels in a given Career Service may function on either a Career Service-wide basis or on a competitive subgroup basis.

3. Uniform personnel evaluation board and panel precepts will be prescribed for use Agency-wide.

STATINTL
APPR

Deputy Director of Central Intelligence

DISAPPROVED:

Deputy Director of Central Intelligence

DATE:

25 FEB 1980

CAREER SERVICE BOARD

(Directorate-Wide)

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion	NFAC, DDA, DDS&T and E Career Service appointed from Heads of Offices	1. To GS-15	Head Career Service	Recommendations from Career Sub-Group. Ex- ceptions to the Board recommendations approved by the DCI/DDCI and re- ported to the Director of Personnel Policy, Planning, and Management
		2. GS-15 to SIS and within SIS to SIS 3.	DCI	Based on Advice of Head of Career Service. Exceptions to Board Recommendations Noted
2. Value to Service	DDO Assigned by DDO: GS-15 to SIS- 1 by SIS-3&4s	1. GS-15	Head Career Service	
a. Potential		2. SIS-1, 2 and 3.		
b. Assignments	SIS-1 to SIS- 2 by SIS-4s SIS-2 to SIS- 3 by SIS-4s	1. GS-15	Head Career Service (Except for selected SIS-3's who may be of DCI/DDCI concern)	Recommendations made by Head Career Service. Agency Executive Develop- ment Panel identifies for DCI/DDCI approval and monitors inter-directorate rotations.
c. Training		2. SIS-1, 2 and 3		
3. Executive Development				

SENIOR SECRETARIAL AND CLERICAL BOARD(Directorate-Wide)

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
valuation for: 1. Promotion and 2. Value to Service a. Potential b. Assignment c. Training	Members must be at least two grades senior. <u>NFAC, DDA, DDS&T</u> and <u>E Career Service</u> Nominated by each Office Head and appointed by Head Career Service. <u>DDO</u> Assigned by DDO.	GS-08 and above	Deputy to Head Career Service	Exceptions to Board recommendations approved by the Head of the Career Service and reported to the Director of Personnel Policy, Planning, and Management.

APPROVED 

NOT APPROVED ()

CAREER SERVICE SUB-GROUP PANEL

FUNCTION	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for: 1. Promotion	NFAC, DDA, DDS&T and E Career Service Appointed from Division Chiefs or Equivalent	1. Advise on GS-15		Provides Advise to Career Service Board
		2. Recommends to to GS-13 and GS-14	Heads of Offices ----- DDO	Exceptions to Panel Recommendations Ap- proved by the Head Career Service and reported to Office of Personnel Policy, Planning, and Manage- ment.
2. Value to Service a. Potential b. Assignments c. Training	Chaired by Deputy Director of Office. DDO	1. Advise on GS-15		Advise Career Service Board.
		2. GS-13 & GS-14	Heads of Offices ----- DDO	
3. Executive Development	Assigned by DDO: GS-13 to GS-14 by GS-15s GS-14 to GS-15 by SIS-1 and SIS-2s.	1. Advise on GS-14 & GS-15	Head of Career Service	
		2. GS-13	Heads of Offices ----- DDO	

CAREER SERVICES SUB-GROUP ADVISORY PANELS

FUNCTIONS	COMPOSITION	COVERAGE	APPROVAL	REMARKS
Evaluation for:	Supervisors at least GS-13	GS-10 through GS-12	Heads of Offices ----- DDO	Exceptions to Panel Recommendations Approved by the Head of Career Service and Reported to the Office of Personnel Policy, Planning, and Management.
1. Promotion and	Members must be at least GS-12	GS-07 through GS-09	Heads of Offices ----- DDO	
2. Value to Service	Members must be at least GS-10	Clerical GS-07 and below	Heads of Offices ----- DDO	
a. Potential b. Assignment c. Training				

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